REASON FOR THIS POSITION									POSITION DESCRIPTION COVER					
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER 3. REPLACES PD NUMBER			CES PD NUMBER					SHEET	•				
RECOMMENDE	ED			1										
4. TITLE						5. PAY PLAN		5. PAY PLAN	6. SERIES	7. GRAD	PE			
8. WORKING TIT	ΓLE					9. INCUMBENT (Optional)								
OFFICIAL														
10. TITLE Laboratory Wor	ker													
11. PP							A	17. CLASSIFIER						
				MONTH/I	DAY/YEAR	YES	NO	MS						
WG	3511		03	4-	-22-2002									
18. ORGANIZA	TIONAL ST	RUCTUR	E (Agency	/Bureau))	1								
1st						5th								
2nd						6th								
3rd						7th								
4th						8th								
SUPERVISOR'	S CERTIFIC	CATION												
	ication is made w	vith the knowled	dge that this info								ent functions for which I am uisleading statements may continue			
19. Supervisor's Signat	ture			20. Date		22. Second	22. Second Level Supervisor's Signature 23. Date							
21. Supervisor's Name and Title							24. Second Level Supervisor's Name and Title							
FACTOR EVAL	UATION S	YSTEM												
FACTOR			25. FLD/BMK	(26. POINTS	FACTOR	2	25	5. FLD/BMK		26. POINTS			
1. Knowledge Re	Knowledge Required					6. Perso	nal Conta	acts						
2. Supervisory Controls					7. Purpose of Cor		ntacts							
3. Guidelines					8. Physical Dema		ands							
4. Complexity					9. Work Environme		nent							
5. Scope and Effect								27	TOTAL POINT	L POINTS 27.				
JGS for Laboratory Worker, WG-3511 (TS-18 dtd 12/71)							28. GRADE 28.							
CLASSIFICATION	ON CERTIF	ICATION												
I certify that this position standards.	on has been classi	fied as required	by Title 5, US (Code, in confo	ormance with standar	ds published by	y the OPM o	r, if no published st	andard applies direc	tly, consistentl	ly with the most applicable published			
29. Signature /S/ M	29. Signature /S/ MARILYN STETKA 30. Date 4/22/02									2/02				
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)														
32. Remarks Standard Job#3511-03									33. OPM Certification Number					

MASTER RECORD/INDIVIDUAL POSITION DATA

					TH	IIS SIDE :	TO BE	COMP	<i>'LETEL</i>) BY T	HE C	'LASSI	FIER								
A. KI	EY DA	TA																			
1. FUNCTION (1) A/C/D/I/R		2. DEPT. CD/AGCY-BUR-CD. (4)			3. SON (4)			4. MR. NO. (6)					5. GRADE	6. IP N	6. IP NO. (8)						
		R RECORD																			
1. PAY	ļ	2. OCC.SER (4)	ļ	3. OCC FUNC.	4. OFF. TI	F. TITLE CD 5. OFF. TITLE (38)															
WG		3511		<u> </u>	0002	LAB WRKR															
6. HQ.	6. HQ.FLD.CD. (1) 1=HQ 2=FLD 7. SUP.CD. (1) 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA				5=Mgmt. CSRA 6= Leader LGEG 8=All Others				8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA					9. IN	9. INTERDIS. CD. (1) N=NO Y=Interdis			DT. CLASS DA	(6) YEAR		
11. EA					ACT/ACT (1) I=Inactive A=Active				13. DT. MO	DAY	` 1			NACT/RE DAY	, ,			GCY. USE (10)			
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	17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5)			(5)	(5)			(5)	(5)			<u> </u>	((5)		(5)		(5)			
C. IN	DIVID	DUAL POSITIO	N																		
			3=SF 278 4=AD 392							ENS. (1) =Nonsensi =Noncritic				5. COMP. LEV. (4) 03LW							
6. WK.	TITLE (CD. (4)	7.	7. WK TITLE (38)			_	_			_		_					_			
8. ORC	3. STR.	. CD. (18) 2nd 3i	Brd	4th	5th (6th 7th 8th			No Vacancy C=Hi A=No Change				B=Lower	er Grade D=Different title and/or ser Grade series E=New Position/New FTE							
10. TA GD. (2		11. LANG. F (2)	REQ.	12. PROJ. DT (1)	TY. IND. 13	3. DUTY STA	TION (9)		14. B	BUS. CD.	(4)	15. DT. L	ST. AU	JDIT (6)	16. F	PAS. IND. (1))	17. D	DATE EST.	(6)	
				Blank= Y=Yes	,, .	ate (2)	City(4)	Cnty(3)				МО	DAY	YEAR		Blank=N/A 1=PAS	4	мо 4	DAY 22	YEAR 02	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup/SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG			8= EG 9=	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use					19. DT. REQ. REC. (6) MO DAY YEA				20. ľ MO	20. NTE. DT. (6) MO DAY YEAR		1	21. POS. ST. Y=Perm N=Other				
	N 1: 2: 3:	Normal Act I=Desk Audit 2=Sup. Audit 3=Paper Rev.	T. CD.(2) (1st Digit = Activity and 2nd Digit = Results) Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 7=Pos. Downgrade								ide grade										
23. DT. EMP. ASGN. (6) 24. DT. ABOL. (6) MO DAY YEAR MO DAY YEAR				25. INACT/ACT (1) 26. DT. INACT/RI A 1=Inact. MO DAY 2=Act.			YEAR	YEAR			AT. (4)	28. INT. ASGN. SER. (4)			29. AGCY. USE (8)						
30. CL	ASSIFIE	IER'S SIGNATURE							31. DATE												
	MARKS	S Job #3511-03																			

(Nonexempt)

A. MAJOR DUTIES

Typical, but not all-inclusive, tasks are as follows:

The work involves using a knowledge of established work procedures for a variety of types of glassware in selecting the proper way to do tasks such as capping, corking, plugging, wrapping, and sterilizing. In preparing a variety of types of glassware, covers certain items with tinfoil or fabric; plugs others with cotton, corks, or rubber caps; wraps some items individually and others in groups.

B. FACTORS

1. SKILL AND KNOWLEDGE

Applies a knowledge of different work procedures for a variety of glassware and types of covers.

When loading and operating sterilization equipment, considers whether the items will withstand high temperatures, e.g., items such as beakers and flasks prepared with gauze, cotton, paper, or tinfoil are placed in the electric sterilizers, but the same items prepared with rubber or plastic caps, stoppers, or tubing are sterilized by another method.

Applies a knowledge of the techniques for placing and spacing items in the sterilizer and for adjusting dials of the sterilizer to regulate pressure, temperature, and time periods. (Dial settings are held constant for most items sterilized; special instructions are given for packages and other items that are not routinely processed for sterilization.)

2. **RESPONSIBILITY**

Receives initial oral and written instructions that indicate the work to be done. Frequently selects from established work procedures the proper way to do each task. For example, uses judgment in deciding which items should be sterilized by dry heat and which items must be sterilized by gas or steam. Work is periodically checked by the supervisor to see that the correct work procedures are used and that production standards are met.

Laboratory Worker WG-3511-03

(Nonexempt)

3. PHYSICAL EFFORT

The laboratory worker frequently lifts and carries objects weighing from 10 to 30 pounds, such as pans filled with glassware, and pushes and pulls carts requiring similar effort. Occasionally handles moderately heavy objects weighing up to 40 pounds such as large containers of supplies. The work requires continuous walking, standing, or sitting and considerable arm and hand movements to operate equipment and to do preparation work.

4. WORK CONDITIONS

Work areas are hot, humid, and generally noisy due to the operation of equipment such as washing machines, autoclaves, and air compressors. There is frequent chance of minor injuries such as cuts, scrapes, and burns, and the possibility of exposure to contaminated materials.

C. Other Considerations (Check if applicable)

[] Supervisory Responsibilities (EEO Statement)
[] Training Activities - Career Intern, Student Career Experience Program
[] Motor Vehicle or Commercial Driver's License Required
]] Pesticide Applicators License Required
[] Safety/Radiological Safety Collateral Duties
]] EEO Collateral Duties
[] Drug Test Required
]] Vaccine(s) Required
[] Financial Disclosure Required
]] Special Physical Requirements/Demands
Γ	1 Other: